



THE CITY OF NORTH MYRTLE BEACH, SC  
INVITES YOUR INTEREST IN THE POSITION OF  
PUBLIC WORKS DIRECTOR

## THE COMMUNITY

The City of North Myrtle Beach is located on the beautiful Atlantic Ocean and encompasses the northeastern section of the South Carolina coastal beach area known as the Grand Strand.

Located in Horry County, North Myrtle Beach was created in 1968 from four existing municipalities and is located about 15 miles northeast of Myrtle Beach. It serves as one of the primary tourist destinations along the Grand Strand.

The City's estimated 2025 population is 21,993. It is part of the Myrtle Beach-Conway-North Myrtle Beach, SC Metropolitan Statistical Area, which had a combined population of approximately 400,000 as of 2023.

Today, North Myrtle Beach is a sought-after vacation destination known for its family-friendly atmosphere, wide sandy beaches, and a booming tourism industry that employs thousands of residents.

## THE ORGANIZATION

The City of North Myrtle Beach has a Council-Manager form of government. Legislative authority is vested in the Mayor and six (6) Councilmembers elected at-large; provided, one councilmember is a resident of each of the four (4) wards, plus two at-large. The terms of office are for four years each. The Mayor and Council enact ordinances and resolutions relating to City services, levy of taxes, appropriation and borrowing, licensing and regulating of businesses and trades, and other municipal purposes.

The City Council hires the City Manager to serve at its pleasure. The City is a full-service city with an FY2027 General Fund Budget of \$190 million and 561 FTEs.

The mission of the City staff is to interact with customers to provide cost-effective, high-quality public services which will support and enhance a safe, attractive community for families and visitors to enjoy and for businesses to prosper both today and tomorrow under the policies established and resources provided by the City Council.

The Public Works Department has a total budget of \$39.5 million, plus a CIP budget of \$44 million for capital expenditures to include the addition, replacement and upgrades of assets; major water and drainage projects; and street improvements. The Department has 144 FTEs who work diligently to deliver essential services to the community. Divisions within the Department include Engineering, Water/Sewer Utility, Street/Drainage, and Sanitation.



## THE POSITION

Reporting directly to the City Manager, the Public Works Director is a key member of the executive leadership team and oversees the planning, management, and evaluation of a broad range of administrative, engineering, and maintenance functions. Key areas of responsibility include engineering, public utilities, sanitation, streets, stormwater, and environmental programs. The Director leads all aspects of department operations, programs, policies, and standards, including engineering and utility operations, design, construction, project management, and the full spectrum of installation, repair, and maintenance services. Additionally, the Director is responsible for customer relations, capital improvements planning, budget preparation and management, personnel management, and oversight of major contracts.

Duties and responsibilities of the Director include:

- Conducts on-site work reviews to ensure compliance with established policies/specifications and full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency.
- Supervises, directs, and evaluates the Sanitation Operations Manager and Division, Streets and Drainage Operations Manager and Division, Utility Operations Manager and Division, Public Works Engineer, and Engineering Division; performs personnel management tasks, including instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, evaluating personnel performance, recommending and approving transfers/promotions, discipline, termination, and salary increases, and preparing reports for such tasks.
- Partners with division managers to evaluate and recommend the award of professional engineering, architectural, and construction contracts.
- Oversees engineering functions; reviews and approves technical plans, drawings, papers, reports, and specifications; interprets technical materials; directs construction, maintenance, and project management efforts.
- Formulates and administers operating, maintenance, and capital improvements; provides long-range plans for development of new utilities and facilities.
- Conducts customer relation activities; responds to requests, inquiries, and complaints from citizens, fellow employees, and council members; provides assistance, advice, and information.

## IDEAL CANDIDATE

The ideal candidate will be a visionary leader who positively engages and motivates all employees within the Department. It will be important for the new Director to promote teamwork and innovation to ensure the Public Works Department delivers exceptional service. The chosen candidate will embody excellence within the organization and set standards and expectations for delivering high-quality customer service.

The successful candidate will be a skilled and effective communicator with an understanding and willingness to foster team decision-making. The next Public Works Director should be collaborative, approachable, and capable of forging strong community relationships. The successful candidate will be a well-rounded manager who can proactively deliver a variety of services that meet the community's needs.

The next Public Works Director will also have experience and expertise in all areas of responsibility associated with the department's operations. In addition, the individual must be proficient in managing a department of similar size and complexity. Necessary competencies will include (but are not limited to) budget administration, personnel management, training, and capital improvement planning.

A proven track record of innovation is desired. The ability to accurately forecast future growth and its demand on the current infrastructure and utility systems is vital. The new Director will also be expected to set an example for employees by being active and visible in the community.

Requirements include a Bachelor's degree in Engineering, Public or Business Administration, Construction Management, or a closely related field,

- The Director plays a collaborative role regionally, coordinating resource management efforts and working with officials from other jurisdictions and agencies to ensure compliance with federal, state, and county environmental and safety regulations.
- Develops and implements short-term and long-term rate structures for providing municipal services, including water, sewer, solid waste, and storm drainage.
- Prepares and administers an emergency management plan for infrastructure protection during hurricanes, hazardous materials, homeland security, and other potential events.
- Develops, implements, and administers the department budget; monitors expenditures to ensure adherence to established budgetary parameters; and prepares and submits invoices.
- Exercises responsibility for the preparation and management of supplies and equipment specifications and purchasing activities.
- Prepares and presents reports and recommendations, while managing operating and capital improvement budgets with a focus on effectiveness and fiscal accountability.
- Negotiates contracts and agreements with local, state, and federal agencies for the provision of services, regulations, and funding.
- Directs and oversees project and contract development, implementation, and administration; establishes and maintains liaisons with other City departments, contractors, and agencies regarding major projects and programs; develops and implements strategic plans for infrastructure development and maintenance. Meets and negotiates agreements with attorneys, contractors, and officials related to public works matters.
- Negotiates with property owners to obtain easements and rights-of-way for public works projects.
- Receives, reviews, and/or prepares water/wastewater treatment plant and distribution/collection system reports, results, permits, etc., to ensure compliance with state and federal regulations.
- Receives, reviews, and/or prepares various reports, charts, and records such as budget recaps, change forms, council agendas, accident reports, workers' compensation forms, division monthly and annual reports, bids, proposals, public information articles, ordinances and amendments, safety and training minutes, policies and procedures, specifications and plans, easements, complaint forms, etc.
- The Director represents the Department before the City Council, advisory bodies, community groups, external agencies, and the media, ensuring open and transparent communication.
- Interacts and communicates with a wide variety of individuals and groups such as City Council, City Manager, public works superintendents and staff, City departments, consultants, SCDES and Department of Transportation, US Army Corps of Engineers, US EPA, suppliers, citizens, developers, contractors, county departments, etc.



and ten (10) years of public works experience with a minimum of five (5) years at the management level. Must have a valid driver's license.

A Master's degree in Public or Business Administration, certification in Water Distribution and Wastewater Collection System, or a certification as a S.C. Professional Engineer is preferred. All employees may be required to report to work during a declared disaster.

## COMPENSATION

The salary range is \$150,000-\$185,000 and is accompanied by a comprehensive benefits package. Starting salary will be dependent on qualifications.



## TO APPLY

Visit [www.SRNsearch.com](http://www.SRNsearch.com) to apply online for this outstanding opportunity. The position remains open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following the candidate's consent. Final interviews will be held with the City of North Myrtle Beach. Candidates will be advised of the recruitment status following the selection of the Public Works Director.

Questions should be directed to:

S. Renée Narloch, President or  
Elliott Pervinich, Vice President  
S. Renée Narloch & Associates  
[info@SRNsearch.com](mailto:info@SRNsearch.com) | 850.391.0000  
[www.SRNsearch.com](http://www.SRNsearch.com)

*The City of North Myrtle Beach is an Equal Opportunity Employer. In accordance with South Carolina Open Records laws, applications and resumes are subject to public disclosure.*

For more information, visit [www.nmb.us](http://www.nmb.us).



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